Instructions to access and use Automated PM Forms

1) Enter the iPM application at the following link:
   http://isyp/development/dev_search.asp

2) Enter the UPC of choice.

3) Select the "Project Documents" tab, then select the "PM Forms" button.

4) Once the "PM Forms" window displays, select the Form of choice included on the drop-down list.
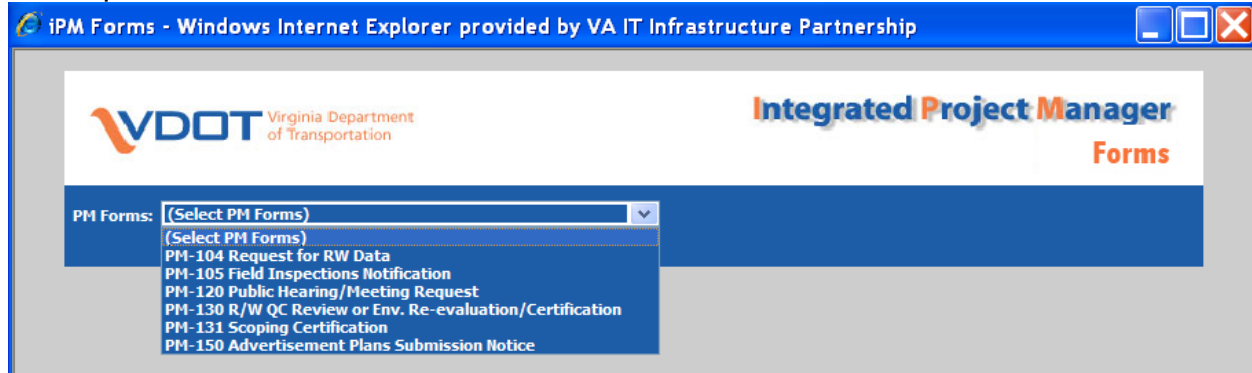
5) The selected Form "Template" will open. Enter information onto the Template as appropriate to complete the Form.

6) Save a .pdf version of the Form using the "Print/Save" button at the bottom of the Template.

7) Upload the completed Form (.pdf version) to "iPM Documents" using the iPM Document Upload process.